

5
351.003
P26RRP
1972

July 24, 1972

PLAN

RE-ORGANIZATION

Honorable Forrest H. Anderson, Governor
State of Montana
Helena, Montana 59601

Dear Governor Anderson:

Kindly find attached the re-organization plan for the Department of Professional and Occupational Licensing. This plan is the result of the efforts of the re-organization staff and myself, after consultation with some of the present personnel working in the fields affected by this plan. Board members were consulted on problem areas in the functional design.

It is my hope and I will direct my energies to the goal of providing better administrative services to the boards, licensees and citizens. The centralized location of the 26 boards administrative functions will assist in providing continuity and information to the various boards. The prospect of other benefits are apparent at this time but can more fully be evaluated after 6 months to one year of operation.

Sincerely,


Ed Carney

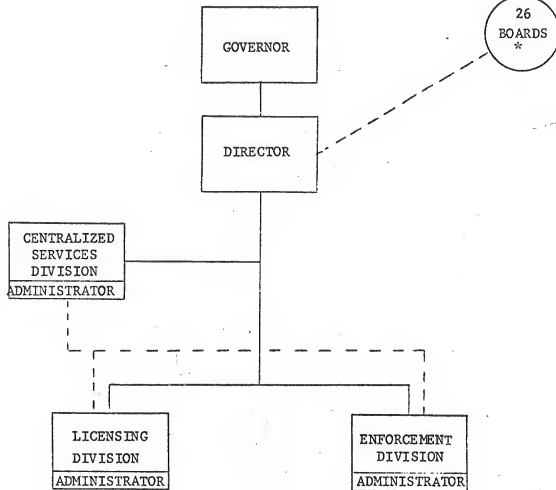
REORGANIZATION PLAN

DEPARTMENT OF

PROFESSIONAL AND OCCUPATIONAL LICENSING

C O N T E N T S

	<u>Page</u>
ORGANIZATION CHART	1
FUNCTIONAL CHART	2
MAJOR PROGRAMS	3
CENTRALIZED SERVICES	3
LICENSING	5
ENFORCEMENT	6
PERSONNEL TRANSFER FORMS	7
PROPERTY TRANSFER FORM	10
ACCOUNT/APPROPRIATION TRANSFER FORM	13
SPACE REQUIREMENTS	14
POTENTIAL SAVINGS	15

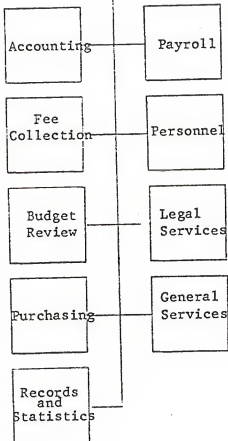


Board of Abstracters	Board of Masseurs *
Board of Public Accountants	Board of Medical Doctors
Board of Architects	Board of Morticians
Board of Athletics	Board of Nursing Home Administrators
Board of Barbers	Board of Nurses
Board of Chiropractors	Board of Optometrists
Board of Chiropractors	Board of Osteopaths
Board of Cosmetologists	Board of Pharmacists
Board of Dentists	Board of Plumbers
Board of Electricians	Board of Psychologist Examiners
Board of Engineers and Land Surveyors	Board of Real Estate
Board of Hearing Aid Dispensers	Board of Veterinarians
Board of Horse Racing	Board of Water Well Contractors

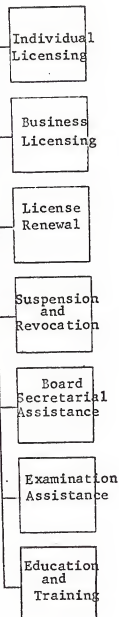
ORGANIZATION CHART
DEPARTMENT OF PROFESSIONAL
AND OCCUPATIONAL LICENSING

AUGUST, 1972

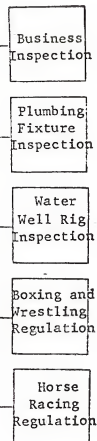
CENTRALIZED
SERVICES
DIVISION



LICENSING
DIVISION



ENFORCEMENT
DIVISION



FUNCTIONAL CHART
DEPARTMENT OF PROFESSIONAL
AND OCCUPATIONAL LICENSING

AUGUST, 1972

MAJOR PROGRAMS.

Centralized Services Program

Description: The Centralized Services program will include all the administrative duties necessary to support the operation of the Department. These functions will include accounting, fee collection, budget review, purchasing, records and statistics, payroll, personnel, legal, and general services. The 26 boards will prepare and submit budgets through this program.

Authority:

- Board of Abstracters, Title 66, Chapter 21, R.C.M. 1947;
- Board of Public Accountants, Title 66, Chapter 18, R.C.M. 1947;
- Board of Architects, Title 66, Chapter 1, R.C.M. 1947;
- Board of Athletics, Title 82, Chapter 3, R.C.M. 1947;
- Board of Barbers, Title 66, Chapter 4, R.C.M. 1947;
- Board of Chiropodists, Title 66, Chapter 6, R.C.M. 1947;
- Board of Chiropractors, Title 66, Chapter 5, R.C.M. 1947;
- Board of Cosmetologists, Title 66, Chapter 8, R.C.M. 1947;
- Board of Dentists, Title 66, Chapter 9, R.C.M. 1947;
- Board of Electricians, Title 66, Chapter 28, R.C.M. 1947;
- Board of Professional Engineers and Land Surveyors,
Title 66, Chapter 23, R.C.M. 1947;
- Board of Hearing Aid Dispensers, Title 66, Chapter 30, R.C.M. 1947;
- Board of Horse Racing, Title 62, Chapter 5, R.C.M. 1947;
- Board of Masseurs, Title 66, Chapter 29, R.C.M. 1947;
- Board of Medical Doctors, Title 66, Chapter 10, R.C.M. 1947;
Title 66, Chapter 25, R.C.M. 1947;

- Board of Morticians, Title 66, Chapter 27, R.C.M. 1947;
- Board of Nursing Home Administrators, Title 66, Chapter 31, R.C.M. 1947;
- Board of Nurses, Title 66, Chapter 12, R.C.M. 1947;
- Board of Optometrists, Title 66, Chapter 13, R.C.M. 1947;
- Board of Osteopaths, Title 66, Chapter 14, R.C.M. 1947;
- Board of Pharmacists, Title 66, Chapter 15, R.C.M. 1947;
- Board of Plumbers, Title 66, Chapter 24, R.C.M. 1947;
- Board of Psychologists, Title 66, Chapter 32, R.C.M. 1947;
- Board of Real Estate, Title 66, Chapter 19, R.C.M. 1947 and Title 67, Chapter 21, R.C.M. 1947;
- Board of Veterinarians, Title 66, Chapter 22, R.C.M. 1947;
- Board of Water Well Contractors, Title 66, Chapter 26, R.C.M. 1947.

Division Responsible: Centralized Services Division

Licensing Program

Description: The Licensing program will include those duties necessary to license qualified individuals and businesses. All licensing will be done under direct control of the individual boards. All the boards license individuals; ten boards license businesses. The program will also include license renewal and administration of procedures including hearings for suspension and revocation of licenses by the boards. Assistance will be provided to the boards by the department, upon request, for written, oral, and practical examinations. This assistance will include duties assigned by individual boards. The examinations will be prepared, conducted, and graded at the direction of the individual boards. Reciprocal agreements with other states concerning professional qualifications will be reached by individual boards and delegated to the department for administration. Each of the boards will set and enforce standards and establish all necessary rules relative to its particular duties for the conduct of the examination and other programs of the department.

Board secretarial services will be provided as requested by individual boards for board meetings and as otherwise needed. Insofar as possible, the administrative secretary for that board will also act as secretary for the board meetings. This program will also include educational guidance to individuals and schools to maintain professional and occupational competence.

Authority: See Centralized Services program

Division Responsible: Licensing Division

Enforcement Program

Description: This program will carry out inspecting of establishments, fixtures, and equipment in order to enforce certain standards and regulations. Primarily, the inspections will involve business establishments; however, plumbing fixtures and water well drilling rigs will also be inspected. Eleven of the 26 boards in the department will perform inspections; however, the boards may delegate the inspection functions back to the department. This program will also involve the occasional and seasonal activity of supervising professional boxing matches and horse racing in the state under the direction of the Board of Athletics and the Board of Horse Racing. This program requires a seasonal staff and on-site activities throughout the state.

Authority:

- Board of Abstracters, Title 66, Chapter 21, R.C.M. 1947;
- Board of Athletics, Title 82, Chapter 3, R.C.M. 1947;
- Board of Barbers, Title 66, Chapter 4, R.C.M. 1947;
- Board of Cosmetologists, Title 66, Chapter 8, R.C.M. 1947;
- Board of Hearing Aid Dispensers, Title 66, Chapter 30, R.C.M. 1947;
- Board of Horse Racing, Title 62, Chapter 5, R.C.M. 1947;
- Board of Morticians, Title 66, Chapter 27, R.C.M. 1947;
- Board of Nursing Home Administrators, Title 66, Chapter 31, R.C.M. 1947;
- Board of Pharmacists, Title 66, Chapter 15, R.C.M. 1947;
- Board of Plumbers, Title 66, Chapter 24, R.C.M. 1947;
- Board of Water Well Contractors, Title 66, Chapter 26, R.C.M. 1947.

Division Responsible: Inspection and Sporting Events Division

For The
Department
Of:

PROFESSIONAL AND OCCUPATIONAL LICENSING

Name Of Principal Department

EXISTING AGENCY

ALL 26 LICENSING BOARDS

EMPLOYEE'S NAME	POSITION TITLE	Transferred To Principal Department Named Above	Transferred To Another Principal Department (Please Name)	Retained By Existing Agency
		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Albert, Henry	(Plumbing Board)	X		
Ashley, Rosemary M.	(Board of Nurses)	X		
Brekke, Edith M.	(Board of Nurses)	X		
Brown, Jr., Matt H.	(Board of Real Estate)	X		
Christian, Clifford J.	(Board of Real Estate)	X		
Date, Mary Louise	(Plumbing Board)	X		
DeBorde, D. Joan	(Accountants)	X		
Dietzen, Dorcas R.	(Board of Cos- metology)	X		
Haynes, E. S.	(Water Well Contractors)	X	(Part-time)	
Jessops, Jack	(Horse Racing)	X	(Part-time)	
Kenney, Dorothy H.	(Board of Nurses)	X		
Luck, Bernice	(Engineers)	X		
Malone, Gertrude	(Nurses)	X		
McFarlin, John	(Pharmacy)	X		
Mennie, Dorothy	(Cosmetology)	X		
Michels, Virginia K.	(Medical)	X		
Nuber, Charles	(Horse Racing)	X	(Part-time)	
Reed, Ron	(Horse Racing)	X	(Part-time)	
Robinson, Patti	(Real Estate)	X		
Tucker, Catherine M.	(Cosmetology)	X		
Scidensticker, John C.	(Medical Examiners)	X		

PERSONNEL TRANSFER FORM

PAGE
DESIGNATION

2 of 3

For The
Department
Of:

PROFESSIONAL AND OCCUPATIONAL LICENSING

Name Of Principal Department

EXISTING AGENCY

STATE LAND DEPARTMENT

EMPLOYEE'S NAME

POSITION TITLE

Transferred
To Principal
Department
Name: Above

Transferred To Another
Principal Department
(Please Name)

Retained By
Existing
Agency

Carney, Ed

Administrator

X

(✓)

PERSONNEL TRANSFER FORM

PAGE
DESIGNATION

3 of 3

For The
Department
Of:

PROFESSIONAL AND OCCUPATIONAL LICENSING

Name Of Principal Department

EXISTING AGENCY

DEPARTMENT OF ADMINISTRATION

EMPLOYEE'S NAME

POSITION TITLE

Transferred
To Principal
Department
Named AboveTransferred To Another
Principal Department
(Please Name)Retained By
Existing
Agency

Sullivan, Kermit

X

PROPERTY TRANSFER FORM

August 1, 1972

PAGE
DESIGNATION

1 of 3

For The
Department
Of:

PROFESSIONAL AND OCCUPATIONAL LICENSING

Name Of Principal Department

EXISTING AGENCY

ALL 26 LICENSING BOARDS

Quantity	Description Of Property	Transferred To Principal Department Named Above	Transferred To Another Principal Department (Please Name)	Retained By Existing Agency
		(✓)		(✓)
	ALL PROPERTY <u>EXCEPT:</u> THE PROPERTY OF THE ELECTRICAL BOARD WILL BE DIVIDED AND TRANSFERRED AS FOLLOWS:	X		
2	Metal 4-drawer file cabinets	X		
1	Metal 2-drawer card file, 5 x 8" drawers	X		
1	IBM Selectric typewriter, 15" carriage	X		
1	Steelcase desk with L-Unit extension, textolite top	X		
1	4-drawer legal-size file cabinet, w/lock	X		
1	Executive Swivel chair	X		
1	Metal 4-drawer letter-size file cabinet		Department of Law Enforcement and Public Safety	
1	Metal 4-drawer legal-size file cabinet		Department of Law Enforcement and Public Safety	
1	Metal upright storage cabinet		Department of Law Enforcement and Public Safety	
1	Wood upright storage cabinet		Department of Law Enforcement and Public Safety	
8	Metal folding chairs with padded seats		Department of Law Enforcement and Public Safety	
18	Cardboard storage files, letter size		Department of Law Enforcement and Public Safety	
1	Executive desk, wood with textolite top, walnut finish		Department of Law Enforcement and Public Safety	

PROPERTY TRANSFER FORM

PAGE
DESIGNATION

2 of 3

For The
Department
Of:

PROFESSIONAL AND OCCUPATIONAL LICENSING

Name Of Principal Department

EXISTING AGENCY

ALL 26 LICENSING BOARDS

Quantity	Description Of Property	Transferred To Principal Department Named Above	Transferred To Another Principal Department (Please Name)	Retained By Existing Agency
		(✓)		(✓)
1	Executive desk chair, black, with arms		Department of Law Enforcement and Public Safety	
1	L-Unit secretarial desk, walnut finish top, metal		Department of Law Enforcement and Public Safety	
1	Steno chair, red, form-padded		Department of Law Enforcement and Public Safety	
2	Side folding tables (32 x 16 x 26")		Department of Law Enforcement and Public Safety	
4	Accent chairs		Department of Law Enforcement and Public Safety	
1	Office valet		Department of Law Enforcement and Public Safety	
1	IBM Selectric typewriter, 15" carriage		Department of Law Enforcement and Public Safety	
1	Olivetti-Underwood adding machine		Department of Law Enforcement and Public Safety	
1	Pitney-Bowes hand-crank-type mailing machine and postage meter		Department of Law Enforcement and Public Safety	
1	Desk-type side table with drawer, left side (40 x 18 x 27")		Department of Law Enforcement and Public Safety	
1	Battery-operated wall clock		Department of Law Enforcement and Public Safety	
2	Electric circulating fans		Department of Law Enforcement and Public Safety	
2	Metal wastebaskets		Department of Law Enforcement and Public Safety	
1	Fibreboard wastebasket		Department of Law Enforcement and Public Safety	
1	3-tier letter basket, stacking posts		Department of Law Enforcement and Public Safety	

EXECUTIVE REORGANIZATION
PROPERTY TRANSFER FORM

DATE

PAGE

DESIGNATION

3 of 3

For The
Department
Of:

PROFESSIONAL AND OCCUPATIONAL LICENSING

Name Of Principal Department

EXISTING AGENCY

ALL 26 LICENSING BOARDS

Quantity	Description Of Property	Transferred To Principal Department Named Above	Transferred To Another Principal Department (Please Name)	Retained By Existing Agency
		(✓)		(✓)
1	2-tier (Y & E Desk Tray) stacking posts		Department of Law Enforcement and Public Safety	
1	2-tier (Streamliner Desk Tray) stacking posts		Department of Law Enforcement and Public Safety	
2	4-drawer letter-size file cabinets, w/lock		Department of Law Enforcement and Public Safety	
1	Secretarial desk, 60 x 30" top elevator typewriter platform		Department of Law Enforcement and Public Safety	
1	Secretarial posture chair		Department of Law Enforcement and Public Safety	
1	Metal (Cole) 2-drawer file for cards, 5 x 8" drawers		Department of Law Enforcement and Public Safety	
(TO BE TRANSFERRED ON ACTIVATION DATE OF DEPARTMENT OF LAW ENFORCEMENT AND PUBLIC SAFETY)				

EXECUTIVE REORGANIZATION
ACCOUNT/APPROPRIATION
TRANSFER FORM

DATE

August 1, 1972

PAGE
DESIGNATION

1 of 1

For The
Department
Of:

PROFESSIONAL AND OCCUPATIONAL LICENSING

Name Of Principal Department

EXISTING AGENCY

ALL 26 LICENSING BOARDS

Account
Number

Appropriation
Number

Estimated
Balance At
Transfer Date

Transferred
To Principal
Department
Named Above

Transferred To Another
Principal Department
(Please Name)

Retained By
Existing
Agency

(✓)

(✓)

ALL ACCOUNTS/APPROPRIATIONS WILL BE TRANSFERRED TO THE RESPECTIVE BOARDS' ACCOUNTS IN THE DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL LICENSING

EXCEPT:

THE ACCOUNTS/APPROPRIATIONS OF THE ELECTRICAL BOARD WILL BE DIVIDED AND TRANSFERRED AS FOLLOWS:

On activation of the Department of Professional and Occupational Licensing, all of the accounts and appropriations of the Electrical Board will be transferred to the Board's account in the Department of Professional and Occupational Licensing. On activation of the Department of Law Enforcement and Public Safety, 90.6 per cent of the balance of the appropriation to the Electrical Board for fiscal year 1973, 90.6 per cent of the Board's account, and 90.6 per cent of all revenues received, including receipts from electrical inspections and licenses, will be transferred to the Department of Law Enforcement and Public Safety; the remaining 9.4 per cent of the appropriation, account, and revenues will remain with the Department of Professional and Occupational Licensing.

Space Requirements

The offices of the Department of Professional and Occupational Licensing will be located in the Lalonde Building, at 42½ North Main, Helena.

Potential Savings

A consolidated approach to the performance of administrative functions for the 26 boards should lead to some overall reduction in costs. Inflation and moving costs, however, will moderate any accurate projection of savings.

Better utilization of licensing personnel time during slack periods should be the main benefit in the area of personal services; this should result in better or more timely services. The possibility exists that once office routine is established some actual reductions in personnel costs may be achieved through the normal course of attrition. Savings will occur in communications with all 26 boards operating from one central telephone and eventually using one postage meter. Joint use of equipment will reduce rentals of some boards.

Pro rata distribution of costs of the department to the various boards will result in an increase in the charges to some boards. For example, a board now receiving rent free or low cost space will have an increase in rental costs. No cost savings can be projected in direct board costs, because it is anticipated that each of the boards will continue to meet as frequently as they have in the past.